

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

POSTING NUMBER: HR-0170

ISSUE DATE: February 11, 2014

CLOSING DATE: February 25, 2014

TITLE: Administrative Analyst 2 - Procurement

LOCATION: Office of Fiscal Services
101 South Broad Street, Trenton, NJ 08625

POSITION(S): One (1)

SALARY RANGE: P26: \$63,564.71 - \$90,429.35

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the direction of an Administrative Analyst 1, Procurement or other supervisory official, assists in the review and approval of procurement and accounting documents to ensure compliance with OMB Circular Letters, federal regulations, and Department policies and procedures relevant to purchasing and payment; provides administrative, technical and procedural guidance to procurement staff and division staff regarding the NJ Purchasing System (MACSE), NJ Accounting System (NJCFS), NJ Electronic Purchasing System (NJ E-Catalog/NJ CAN), department policies and procedures, contract and DPA procedures and relevant circular letters; provides final Department-level approvals on encumbrance and payment documents; as directed, analyzes procurement history data and spending trends; makes recommendations regarding appropriate methods for accomplishing effective purchases and cost savings; assists in the research, development and drafting of policies and procedures for unit staff; serves as backup to the unit supervisor.

REQUIREMENTS:

EDUCATION: Bachelor's degree from an accredited college or university.

EXPERIENCE: Three (3) years of experience in the procurement/purchasing process through the competitive bidding process for a large public or private organization.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester credit hours being equal to one (1) year of experience.

NOTE: A Master's degree in Business Administration, Public Administration, Economics, Finance or Accounting may be substituted for one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Interested applicants must submit a resume along with a Letter of Interest, including phone number by the closing date. Interviews will be granted on the basis of the resume.

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0170
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer